

# **DIVISION OF SUPPLIER DIVERSITY (DSD) PRESENTS:**

## **PREPARATION MEETING OPPORTUNITY – IDENTIFYING OPPORTUNITIES WITH THE STATE**

**March 22, 2023**





# DSD Mission



DSD fulfills its mission by providing knowledge, guidance and service to clients while protecting the integrity of the program. The commitment pledges high quality customer service that is both efficient and professional, and that demonstrates respect for both clients and colleagues.

- Creating a fair, competitive and equitable business environment
- Providing networking opportunities to clients
- Working to increase utilization
- Monitoring and enforcing program compliance

# Housekeeping Items

1. Please silence your phones at this time.
2. The restrooms are located on either side of the main hall.
3. Utilize QR code to engage with the workshop facilitators and the presentation content on the 2023 Business Conference Series page.
4. Feel free to ask questions to our panelists through QR code and it will be read during Q&A at end.



# IDO A Facilitators

- Kesha Rich, Deputy Commissioner, Division of Supplier Diversity (DSD)
- Erin Kellam, Deputy Commissioner, Procurement Division
- Heather Ahnafield, Director of Contract Compliance, DSD
- Graham Melendez, Director of Business Development and Outreach, DSD
- Eli Sturgeon, Contract Compliance Manager, DSD
- Jada Franklin, Business Development and Outreach Manager, DSD



# Overview of Today

- Terminology
- Compliance
- MBE/WBE/IVOSB Goals
- Locate Opportunities
- Bidding Opportunities
- Building Partnerships
- Capability Statements
- Final Overview
- Q & A Session



# State Contracting Terminology

Term	Definition
Award Recommendation	IDOA's summary to the agency being supported, typically in letter format, of the solicitation and suggestion on vendor selection for the purposes of beginning contract negotiations.
Commercially Useful Function (CUF)	Is deemed to be when a firm is responsible for execution of the work of the contract and is carrying out its responsibilities by performing, managing, and supervising the work involved.
Contracting agency	Agency requesting the solicitation for a good or service with the intent to issue a contract
IDOA	Indiana Department of Administration
Respondent	An offeror that submits a response to a solicitation to a governmental body as defined in IC 5-22-2-18.
Subcontractor	A firm providing a good or service to a vendor a company as part of a response to a solicitation or awarded contract.
Subcontract Amount	Dollar value committed to subcontractor
Subcontract Percentage	Value committed to subcontractor reflected as a percentage of the total bid amount.
Total Bid Amount	The amount that the respondent proposes on the Cost Proposal that represents their total, all-inclusive price.
Valuable Scope Contribution (VSC)	The selected subcontractor(s) provide goods or services within the scope of the solicitation to add value to the overall project and within the industry area for which the firm's certification was approved.
Vendor or Prime Contractor	An entity which does business directly with the State.



# IDO A DSD: Contract Compliance

- Advocate for the Sub Contractor
- Regular audits of contracts
- Pay Audit system
- Change request forms

# MBE/WBE/IVOSB Participation Goals

The Governor's Commission on Supplier Diversity sets the goals for the MBE/WBE program

The IVOSB goals are established by the Indiana Code: **IC 5-22-14-11**

Construction	Goods and Services	Professional Services	Weighted Average Goal
Minority 7%	Minority 8%	Minority 8%	Minority 8%
Women 5%	Women 13%	Women 11%	Women 10%
Veteran 3%	Veteran 3%	Veteran 3%	Veteran 3%



# How Does the State Purchase?

- Competitive
- Negotiated Bids
- Request for Information (RFI)
- Request for Proposals (RFP)
- Request for Quote (RFQ)
- Request for Service (RFS)

# Standard IDOA RFP Evaluation Criteria

Criteria	Points
1. Adherence to Mandatory Requirements	Pass/Fail
2. Management Assessment/Quality (Business and Technical Proposal)	45 points
3. Cost (Cost Proposal)	35 points
4. Buy Indiana	5 points
5. Minority Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
6. Women Business Enterprise Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.6)
7. Indiana Veteran Owned Small Business Subcontractor Commitment	5 points (1 bonus point is available, see Section 3.2.7)
Total	100 (103 if bonus awarded)

# Respond to the Opportunity

- Begin preparing proposal documents as soon as possible
- Submit the proposal according to the requirements in the bid or RFP
- MBE and WBE firms cannot count their own certification toward meeting state goals via subcontracting
- IVOSB firms can count their own certification toward the goals
- Ensure certification status is up to date
- Certified firms must submit an Affidavit of Continued Eligibility (ACE) form annually and recertification applications within 60 days of expiration date

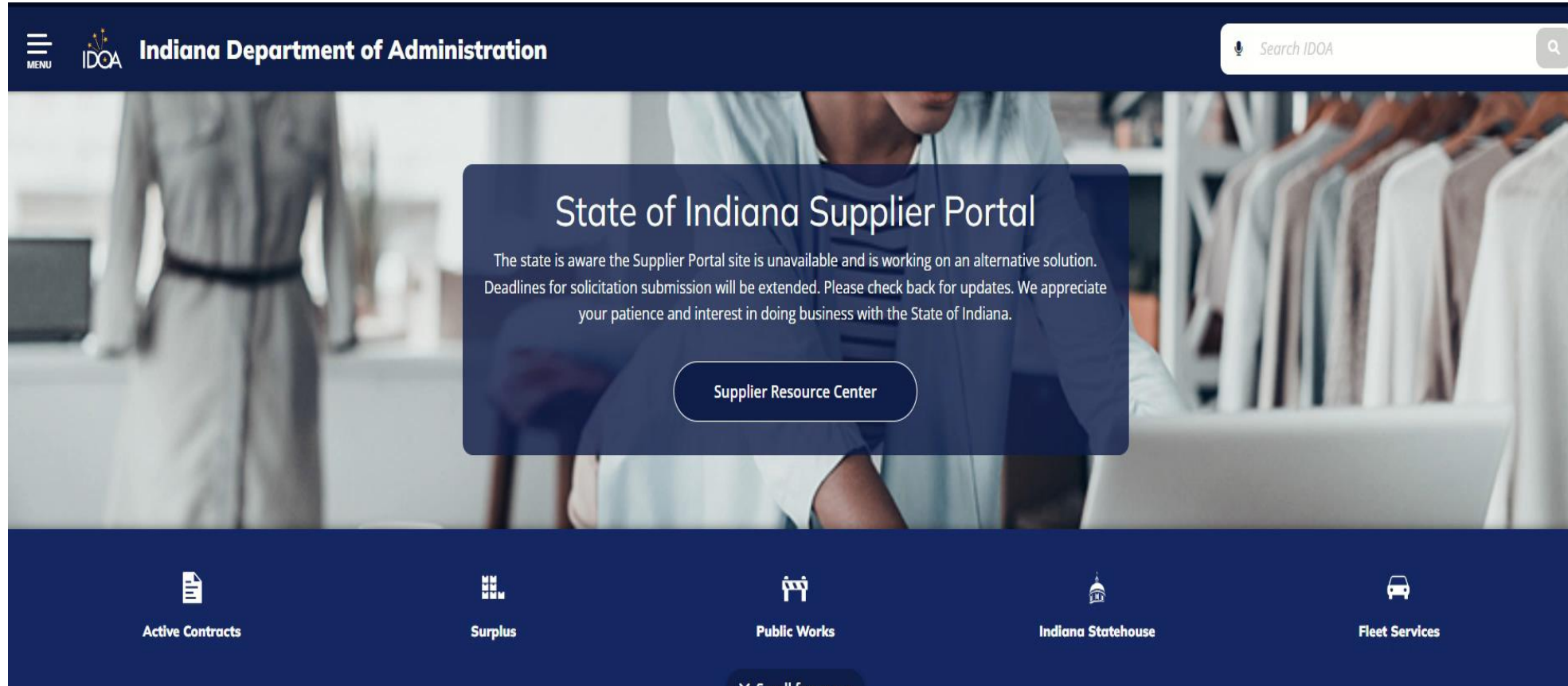


# Locate the Opportunity

- Where
  - IDOA- Current Business Opportunities [IDOA: Procurement: Current Business Opportunities](#)
  - Subscribe to alerts via [Gov Delivery System](#) and according to your [UNSPSC](#)
  - Post bid opportunities on the Division of Supplier Diversity website.
  - Newspapers (Indianapolis Star, Commercial and Court Record, and Indianapolis Recorder)
- How
  - *Pre-bid/proposal meetings*
  - *Procurement workshops and contracting events*



# Research the Opportunity



# Current Business Opportunities

## IDOA: Procurement: Current Business Opportunities

Event Name	Business Unit	Event ID	Event Type	End Date
<a href="#">23-72839 Uniforms, Mats, Towels, &amp; Linen Rentals</a>	Administration	0000072839	RFx	02/23/2023 3:00:00PM EST
<a href="#">Office of Land Quality Invoicing and Collections A</a>	Environmental Management	0000074561	RFx	03/02/2023 3:00:00PM EST
<a href="#">Child Care Information Management System (CCIMS)</a>	Early Child Learning	0000073841	RFx	03/03/2023 3:00:00PM EST
<a href="#">Child Care Resource &amp; Referral Central Office</a>	Early Child Learning	0000074522	RFx	03/08/2023 3:00:00PM EST
<a href="#">RFP-23-74523 Assistive Technology</a>	Education	0000074523	RFx	03/13/2023 3:00:00PM EST
<a href="#">Motorcycle Lease</a>	State Police	0000074080	RFx	03/16/2023 3:00:00PM EST
<a href="#">RFP 23-74542 Keystone Corridor Site Services</a>	Environmental Management	0000074542	RFx	04/10/2023 3:00:00PM EST

[Procurement Submission Form](#)

Show 50 entries

Table Search

Previous 1 Next

Event Name	Business Unit	Event ID	Event Type	End Date
<a href="#">RFI 23-74834 Equitable Title Purchasing Services</a>	Education	0000074834	RFx	03/21/2023 3:00:00PM EST
<a href="#">Hoosier Families First Fund Maternal Child Health</a>	Family & Social Svcs Admin	0000074513	RFx	03/31/2023 3:00:00PM EST
<a href="#">Genetic Testing</a>	Child Services	0000074828	RFx	04/03/2023 3:00:00PM EST
<a href="#">ASA-23-74580 Fish Feed</a>	Administration	0000074580	RFx	04/03/2023 3:00:00PM EST
<a href="#">RFP 23-74542 Keystone Corridor Site Services</a>	Environmental Management	0000074542	RFx	04/10/2023 3:00:00PM EST
<a href="#">Juvenile Food Services</a>	Correction	0000074802	RFx	04/11/2023 12:19:00PM EST
<a href="#">Vet Services</a>	Miami Corr	0000075041	RFx	04/14/2023 3:00:00PM EST
<a href="#">Consumer Toll Free Hotlines</a>	FSSA Mental Health & Addiction	0000075079	RFx	04/17/2023 3:00:00PM EST
<a href="#">Dental Plan Administration</a>	Personnel	0000074647	RFx	04/19/2023 3:00:00PM EST
<a href="#">Employment &amp; Training Services</a>	FSSA Family Resources	0000074560	RFx	04/19/2023 3:00:00PM EST

Showing 1 to 10 of 10 entries

Previous 1 Next

File Explorer window showing the contents of the folder: This PC > Downloads > 0000074828 > RFP and Attachments. The search bar contains "Search RFP and Attachments".

Name	Type	Compressed size	Password protected	Size	Ratio	Date modified
74828Att A - MWBE	Microsoft Word Document	28 KB	No	32 KB	13%	2/16/2023 1:15 PM
74828Att A1 - IVOSB	Microsoft Word Document	27 KB	No	31 KB	11%	2/16/2023 1:15 PM
74828Att B - Sample Contract	Microsoft Word Document	85 KB	No	91 KB	7%	2/16/2023 12:27 PM
74828Att C - IEI	Microsoft Excel 97-2003 Worksheet	134 KB	No	179 KB	26%	6/28/2017 7:26 AM
74828Att D - Cost Proposal	Microsoft Excel 97-2003 Worksheet	10 KB	No	56 KB	83%	2/20/2023 12:23 PM
74828Att E - Business Proposal	Microsoft Word Document	37 KB	No	43 KB	15%	2/20/2023 12:31 PM
74828Att F - Technical Proposal	Microsoft Word Document	24 KB	No	27 KB	11%	2/20/2023 12:27 PM
74828Att G - QandA	Microsoft Excel Worksheet	10 KB	No	13 KB	27%	2/20/2023 12:32 PM
74828Att H - Reference Check2	Microsoft Word Document	27 KB	No	31 KB	12%	3/14/2023 2:05 PM
74828Att I - Pre-proposal Network Opportunities Form	Microsoft Word Document	27 KB	No	30 KB	12%	2/20/2023 12:20 PM
74828Att J-Attestation Form	Microsoft Word Document	31 KB	No	34 KB	9%	2/20/2023 12:21 PM
74828Att K - Scope of Work	Microsoft Word Document	72 KB	No	74 KB	4%	2/16/2023 12:27 PM
74828RFP2	Microsoft Word Document	167 KB	No	189 KB	12%	3/14/2023 1:30 PM
Addendum 1 - Summary of Changes	Microsoft Word Document	73 KB	No	94 KB	22%	3/3/2023 1:23 PM
Addendum 2 - Summary of Changes	Microsoft Word Document	71 KB	No	92 KB	23%	3/14/2023 2:06 PM





# State of Indiana Contract Templates



## Forms and Manuals

[2022 Professional Services Contract Manual](#) (Updated 04/18/2022)

[Attorney General Form Approval Request Sheet](#) (Updated 07/10/2018)

[IOT Delegation of Authority for Grants](#) (Updated 08/05/2018)

[Drug Free Work Place - Executive Order 90-5](#)

[Special Procurement Request](#)

## Templates



# Review the Active/Most Recent Contract: Active Contracts



**IN.gov** An official website of the Indiana State Government Accessibility Settings Language Translation Governor Eric J. Holcomb

**Indiana Department of Administration** Search IDOA

## State of Indiana Supplier Portal

The state is aware the Supplier Portal site is unavailable and is working on an alternative solution. Deadlines for solicitation submission will be extended. Please check back for updates. We appreciate your patience and interest in doing business with the State of Indiana.

[Supplier Resource Center](#)

**Active Contracts** **Surplus** **Public Works** **Indiana Statehouse** **Fleet Services**

# Research the Opportunity

## Review or request

- Review or request the previous bid documents and proposals: Award Recommendations, Bid Tabulations, or Public Records Request (if available)

## Contact

- Contact the identified IDOA contact with questions

## Website

- Check out the agency/program website

# Building Partnerships

- Introduce yourself
- Capability statement
- Business cards
- Be positive
- Realistic Expectations
- Ask questions/Listen to needs



# What is a Capability Statement?



Sam Glanders  
President  
317.868.5050  
sglanders@sage-grp.com

Robert Verworm  
Business Manager  
317.868.5050  
rverworm@sage-grp.com

SAGE is a Service-Disabled Veteran-Owned Small Business which provides environmental engineering and consulting services; facility and tank management services; turnkey site remediation; and system operation and maintenance services to federal programs.



### CORE SERVICES

Environmental Consulting	Remediation & Construction	Remedial Operations
<ul style="list-style-type: none"><li>Indoor Air Quality Investigations</li><li>Asbestos Surveys</li><li>Lead-Based Paint Surveys</li><li>Microbial Investigations and Remediation Services</li><li>Water Loss Mitigation</li><li>Radon Sampling and Reporting</li><li>Drinking Water Investigations</li><li>UST Consulting</li></ul>	<ul style="list-style-type: none"><li>UST and AST Removal</li><li>Soil Excavation and Disposal</li><li>In-Situ Soil Mixing and Stabilization</li><li>Remediation System Installation</li><li>Landfill Construction and Closure</li><li>Demolition</li><li>Wetland Restoration</li><li>Facility Utility Locate</li></ul>	<ul style="list-style-type: none"><li>ISCO (In Situ Chemical Oxidation/Chemical Injection)</li><li>Remediation System Start-up and O&amp;M</li><li>Facility Decontamination</li><li>Industrial Cleaning</li><li>UST and AST Cleaning</li><li>Wastewater Treatment Plant Operation</li><li>Groundwater Monitoring</li></ul>

### Who We Work With

 **US Army Corps of Engineers**

 **NAVFAC**

 **VA**  **U.S. Department of Veterans Affairs**

### Company Codes

NAICS Codes: 562910, 213111, 237110, 237990, 238990, 541990, 541620, 238160, 238210, 238910, 541330, 541380, 561210, 562112, 562219

DUNS: 080883129

Cage Code: 8JN91

### Differentiators

-  Team consists of a variety of backgrounds, including certified asbestos inspectors, lead-based paint assessors, asbestos management planners, project managers, environmental engineers, professional geologists, environmental technicians, and heavy equipment operators.
-  Work experience across the United States.
-  Ability to self-perform consulting work, remedial construction, site maintenance, operations and maintenance, and heavy equipment operations.
-  Performed work at numerous Federal facilities for multiple Federal clients.
-  \$3,000,000 Bonding on single size projects, \$6,000,000 bonding program.

www.sage-grp.com | 9511 Angola Ct., Suite 223, Indianapolis, IN 46248

A promotional or marketing statement about your business and its capabilities



Questions?



# Contact Us

**Kesha Rich**

DSD Deputy Commissioner

Phone: 317-234-9521

Email: [Krich@idoa.IN.gov](mailto:Krich@idoa.IN.gov)

**Erin Kellam**

Procurement Deputy Commissioner

Phone: 317-234-5584

Email: [EKellam@idoa.IN.gov](mailto:EKellam@idoa.IN.gov)

**Heather Ahnafield**

Director of Contract Compliance

Phone: 317-234-2820

Email: [Hahnafield@idoa.in.gov](mailto:Hahnafield@idoa.in.gov)

**Eli Sturgeon**

Manager of Contract Compliance

Phone: 317-234-9713

Email: [Esturgeon@idoa.in.gov](mailto:Esturgeon@idoa.in.gov)

402 W. Washington Street, W-462, Indianapolis, IN 46204

Phone: 317-232-3061 | Fax: 317-233-6921

[mwbecompliance@idoa.in.gov](mailto:mwbecompliance@idoa.in.gov)

